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OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



DARLENE GREEN  
Comptroller

*Internal Audit Section*

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November 23, 2004

Marjorie Melton, P.E., President  
Board of Public Service  
City Hall, Room 301  
1200 Market Street  
St. Louis, Mo. 63103

RE: Ahrens Contracting, Inc. – Series 2C Commercial Demolition (Econolodge)  
Contract #EA02-015 Closeout Procedures Review (Project #2004-10)

Dear Ms. Melton:

Enclosed is a report of our review of Ahrens Contracting, Inc., Series 2C Commercial Demolition (Econolodge) Contract Closeout Procedures. The objective of this review was to determine that the closeout procedures of the Airport Program Management Office ensured that all deliverables of the contract were successfully completed in accordance with the terms and conditions of the contract and the City of St. Louis was not overcharged by the contractor for the work performed.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for Professional Practice of Internal Auditing*.

If you have any questions, please call me at (314) 613-7410

Sincerely,

Mohammad H. Adil, CPA  
Internal Audit Supervisor

CC: Honorable Darlene Green, Comptroller  
Rita Kirkland, Director of Operations, Office of the Mayor  
Marie Jeffries, Executive Assistant, Budget Division  
Colonel Leonard Griggs Jr., Director of Airports  
Eugene Kuelker, Sr. Contract Manager, Board of Public Service  
Donald Ruble, Assistant Director, Airport Planning and Development  
Robert Dopuch, Vice President, Unison Maximus

Enclosure



# CITY OF ST. LOUIS

*CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE*

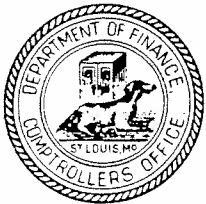
*AHRENS CONTRACTING, INC.  
SERIES 2C COMMERCIAL DEMOLITION (ECONOLODGE)*

*CLOSEOUT PROCEDURES REVIEW  
CONTRACT #EA02-015*

*PROJECT #2004-10*

*DATE ISSUED: NOVEMBER 23, 2004*

*Prepared by:  
The Internal Audit Section*



## OFFICE OF THE COMPTROLLER

Honorable Darlene Green, Comptroller

CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE  
AHRENS CONTRACTING, INC.  
SERIES 2C COMMERCIAL DEMOLITION (ECONOLOGGE)  
CONTRACT (EA02-015)  
CLOSEOUT PROCEDURES REVIEW

EXECUTIVE SUMMARY

Purpose


We have completed a review of the closeout procedures for Contract #EA02-015, Series 2C Commercial Demolition (Econolodge). The purpose of this review was to determine if the Airport Program Management Office (PMO) adequately completed and documented the contract closeout procedures in order to ensure that all contract deliverables were successfully completed in accordance with the terms and conditions of the contract and the City of St. Louis was not overcharged for the services performed.

Conclusion

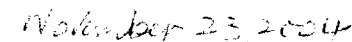
We commend PMO for ensuring that the contract closeout procedures were performed properly in order to ensure that all the deliverables for this contract were successfully completed in accordance with the terms and conditions of the contract and the City of St. Louis was not overcharged by the contractor for the work performed.

During the course of our review we did not observe any conditions that we considered to be reportable.

This limited review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and has been conducted in accordance with the *International Standards for Professional Practice of Internal Auditing*.



\_\_\_\_\_  
Mohammad H. Adil, CPA  
Internal Audit Supervisor

  
\_\_\_\_\_  
Date

CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE  
AHRENS CONTRACTING, INC.  
SERIES 2C COMMERCIAL DEMOLITION (ECONOLODGE)  
CONTRACT (EA02-015)  
CLOSEOUT PROCEDURES REVIEW

INTRODUCTION

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**CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE  
AHRENS CONTRACTING, INC.  
SERIES 2C COMMERCIAL DEMOLITION (ECONOLOGDE)  
CONTRACT (EA02-015)  
CLOSEOUT PROCEDURES REVIEW**

**INTRODUCTION**

**Background**

Contract #EA02-015 was an agreement between the City of St. Louis Board of Public Service and Ahrens Contracting, Inc. to work on the Series # 2C Commercial Demolition of the Econolodge at Lindbergh. This contract was authorized by Ordinance No.64279 and was a part of the Lambert- St. Louis International Airport Expansion Project which is managed by the Airport Program Management Office (PMO).

**Purpose**

We have completed a review of the Contract #EA02-015, Series 2C Commercial Demolition, as of July 31, 2004. The purpose of this review was to ensure that the contract closeout procedures were performed properly in order to ensure that all the deliverables were successfully completed in accordance with the terms and conditions of the contract and the City of St. Louis has not been overcharged for work performed.

**Scope and Methodology**

We confined our review to the closeout procedures performed by PMO at the completion of this project. Our procedures included inquiries of the PMO management and the review of the closeout documents. We also ensured that the any additional cost incurred on the project was properly authorized and approved by PMO and the City.

**Exit Conference**

Since we did not observe any reportable conditions the BPS management did not consider it necessary to have an exit conference.

**Management's Response**

Since we did not observe any reportable conditions the BPS management did not consider it necessary to submit management response to this report.

CITY OF ST. LOUIS  
BOARD OF PUBLIC SERVICE  
AHRENS CONTRACTING, INC.  
SERIES 2C COMMERCIAL DEMOLITION (ECONOLOGGE)  
CONTRACT (EA02-015)  
CLOSEOUT PROCEDURES REVIEW

DETAILED OBSERVATIONS, RECOMMENDATIONS  
AND MANAGEMENT'S RESPONSES

OBSERVATIONS

Status of Prior Observations

This contract has not previously been reviewed by Internal Audit. Therefore, there are no prior observations.

Summary of Current Observations

We commend PMO for ensuring that the contract closeout procedures were performed properly in order to ensure that all the deliverables for this contract were successfully completed in accordance with the terms and conditions of the contract and the City of St. Louis was not overcharged by the contractor for the work performed.

During the course of our review we did not observe any conditions that we considered to be reportable.